

*Commonwealth of Massachusetts*  
**Executive Office of Health and Human Services**  
**Salary Reserve FY 2006**

**Implementation Schedule**

***Resources – Main Contacts:***

Name	Phone
Pamela Leins	(617) 573-1717
Elisabeth Zweig	(617) 573-1647

***Projected Timeline and Deliverables:***

#	Task	Deadline
1	Transition meeting between OSD and EOHHS	August 26, 2005
2	Request transfer of <a href="http://www.mass.gov/salaryreserve">http://www.mass.gov/salaryreserve</a> from OSD to EOHHS portal	August 31, 2005
3	Email agency contacts with last year’s contract info requesting that they update list with current contract information.	August 31, 2005 <i>(send email)</i> September 14, 2005 <i>(agency deadline)</i>
4	Finalize materials and website prior to “Roll’Out” meeting	September 20, 2005
5	Prepare dollar allocation data based on “Roll” from 2005 and updated agency info (also include Homemaker calculations)	September 19, 2005 - October 14, 2005
6	Finalized vendor contract information with updated Salary Reserve allocations for FY06	October 26, 2005
7	Award notification to Contractors	October 31, 2005
	Contractor totals sent to agencies	October 31, 2005
8	EOHHS/ANF request funds transfer	November 7, 2005
9	Pre-populated contracts sent to providers via email. Cover letter explains the new process.	November 14, 2005
10	Transactions entered to MMARS and <b>Validated</b> (but not <b>Submitted</b> ) until signed contract is returned to EOHHS.	October 31, 2005 - November 14, 2005
11	Transactions are <b>Submitted</b> in MMARS upon receipt of the contract.	Ongoing as contracts are returned.
12	Review database to identify those who have not sent contracts back and commence follow-up with providers and agency representatives	November 21, 2005 - December 1, 2005
13	Finish entering all encumbrances into MMARS	<b>FINAL DEADLINE</b> December 2, 2005
<b>14</b>	<b>First Salary Reserve Ready Payments disbursed to providers</b>	<b>December 12, 2005</b>
15	Salary Reserve amendments and MMARS transactions completed for clean up.	Ongoing until all money is paid out.
16	Prepare reports for Legislature	February 2006